



ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

Service Interpretive Guidelines
Day Reporting

SERVICE DESCRIPTION

Short-term service, which provides comprehensive programming during school hours for youth who lack structure and supervision. Day reporting is on the continuum of services that can be utilized as a detention alternative, to reduce the use of detention and out-of-home placement. Services and activities may include, but are not limited to, life and leisure skill development, tutoring, decision making, anger management, victim mediation, victim empathy, GED preparation, vocational instruction, pro social and recreational activities.

TARGET POPULATION:

This service is utilized for youth who have family relationship problems, inconsistent parenting, inappropriate discipline, delinquency, and truancy. The youth may have high needs and/or risk in Family/Parenting, Peer Relations, Leisure/Recreation, Education/Employment, Personality/Behavior and/or Attitudes/Orientation.

PROBATION/PROBLEM SOLVING COURT OFFICER (OFFICER) RESPONSIBILITIES:

- Officer can utilize day reporting as an alternative to detention at the point of intake and/or probation violation to reduce the use of detention and out-of-home placement.
- Officer will not authorize this service unless they have explored all the formal and informal supports to provide the necessary supervision for the youth. This service may be used on a short-term basis when a youth's parent/guardian lacks the ability to properly supervise the youth due to school suspension, truancy etc.
- Officer will direct the number of hours the youth needs for supervision and will ensure the service is meeting the needs of the youth and family.
- Officer will work with the youth's team to develop a permanent solution that can sustain the youth's supervision needs.
- Officer shall communicate with the day reporting staff to assist in developing an individualized schedule for the youth.
- Officer shall communicate weekly, at a minimum, for updates on the progress and engagement of the youth.
- Officer shall assist in maintaining the youth's engagement and facilitate family team meetings to encourage communication and progress within the reporting center.
- Officer shall verify with the reporting center staff if progress is being made. If progress is not indicated, the staff shall provide a rationale as to what changes will be made to initiate a plan to increase progress.

- Officer will complete engagements outlining admission, progress and discharge.
- Officer will work with the youth and family to begin discharge planning at the time of service initiation. The written discharge plan will include:
 - Recommendations for next appropriate community services
 - Community supports and resources for the youth/family
 - Consultation with community agencies on behalf or in conjunction with the youth/family
- Upload all documents to the information management systems